

# GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

## CHILD AND FAMILY SERVICES AGENCY

### OFFICE HUMAN RESOURCES ADMINISTRATION

Amended number of vacancies and opening date

ANNOUNCEMENT NO: CFSA-06-R040 POSITION: Resource Development Specialist  
DS-301-9/11/12

OPEN DATE: 11-01-05 CLOSING DATE: OUF

IF "OPEN UNTIL FILLED" 11/13/05 SALARY RANGE: \$39,410 - \$50,768 PA  
FIRST SCREENING DATE: \$47,492 - \$61,244 PA  
\$56,946 - \$73,362 PA

WORK SITE: WASHINGTON, D.C. TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.  
Monday – Friday

PROMOTION POTENTIAL: DS-12 AREA OF CONSIDERATION: UNLIMITED  
NO. OF VACANCIES: ONE

AGENCY: Child and Family Services Agency (CFSA), ODDLM, LMA

DURATION OF APPOINTMENT: | X | Permanent | | Term (13 months to 4 years) NTE: Four (4) years  
| | Temporary (Up to 1 year, Not-to-Exceed) |

| X | This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may  
be required to pay an agency service fee through an automatic payroll deduction.

| | This position IS NOT in a collective bargaining unit.

**RESIDENCY PREFERENCE AMENDMENT ACT:** An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

#### **BRIEF DESCRIPTION OF DUTIES:**

Works as a Resource Development Specialist in Licensing Division (LD), Licensing and Monitoring Administration (LMA), Office of the Deputy Director for Licensing and Monitoring (ODDLM), Office of the Director, Child and Family Services Agency (CFSA), responsible for the licensing of Youth Residential Facilities (YRF), Independent Living Programs (ILP) and Foster Homes of private child-placing agencies (CPAs); works independently or as part of a team in the LMA; conducts in-depth initial and renewal Licensing of assigned Youth Residential Facilities and Independent Living Program facilities and private agency foster homes to determine that services provided are in compliance with all legal mandates for purpose of licensure; reviews documentation of records and files and conducts interviews with licensees, facilities' staff and customers to determine quality of care and services and ensure that programmatic operations are in compliance with all governing legal mandates; identifies and cites violations and deficiencies with accompanying recommendations for further action by appropriate authority; evaluates policies and procedures, staffing patterns, staff credentials and facility records for demonstration of program effectiveness or home studies of prospective foster parents; provides technical assistance and consultation to prospective and licensed providers to ensure that their facilities and programs are consistent with program objectives outlined in Chapters 60, 62 and 63 of the DCMR title 29.

**QUALIFICATION REQUIREMENTS:**

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Thorough knowledge of social work, as would be evidenced by a Masters Degree or a Bachelor's Degree in Social Work or in other related human service disciplines and a minimum of one (1) year of related human service experience to assess the provision of technical care provided to youth.

**SUBMISSION OF RANKING FACTORS**

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge and understanding of District, State and Federal laws and regulations that govern the licensing of ILPs, YRFs and CPAs.
2. General knowledge of the District's socio-economic, cultural and political climate and sensitivity to these problems and the of human service needs of the District of Columbia population.
3. Skills in interpersonal relationships to deal tactfully with the public, exercise good judgment in the evaluation of situations and the ability to convey decisions clearly and concisely;
4. Thorough knowledge of fundamental theories, principles, and practices of child welfare services;
5. Demonstration of time management and organizational and analytic skills and attention to detail;

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**OTHER SIGNIFICANT FACTORS:** Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test and Criminal Background Check. Employment with the CFSA is subject to satisfactory findings.

**A valid driver's license and use of a vehicle are required**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUGS STATUTE OCCURRING IN THE WORKPLACE."

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APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

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HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

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<b><u>MAIL TO:</u></b>	<b>Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b><u>WALK-INS:</u></b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
<b><u>TO APPLY:</u></b>			
<b><u>FAX TO:</u></b>	<b>(202) 727-5750</b>	<b><u>WEB SITE:</u></b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
<b><u>EMAIL TO:</u></b>	<b><a href="mailto:cfsa.jobs@dc.org">cfsa.jobs@dc.org</a></b>	<b><u>TELEPHONE:</u></b>	<b>(202) 724-7373</b>

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.